

## INSTRUCTIONS

### FORM DSA-3, Project Submittal Checklist

Print or type all information. Please use black ink as this form will be photocopied for DSA use. The form may also be completed on-line. It is available at the [DSA web site, Forms page](#). When completed on-line, print a hard copy for signatures or save the document using the “save” button at the top of the form and submit electronically (see DSA Bulletin [BU 06-03](#)). For optimal performance in completing this form electronically, use the most current version of Adobe Acrobat Free Reader, available as free download from Adobe at <http://www.adobe.com>.

The DSA-3, Project Submittal Checklist, is provided for the project professional to use as a guide in submitting a complete project to the Division of the State Architect (DSA). Additional information, documents or justifications may be required based on the individual project, including scope, site access, and district. For DSA to perform an efficient and comprehensive plan review and evaluate compliance with California statutes and regulations at the time of project submittal, plans must be complete, legible, sufficiently detailed, and cross-referenced.

The DSA assumes that the submitting professional has a working knowledge of the California Government Code, Education Code, Field Act, California Building Code, and all other applicable codes and is in compliance with the Practice Act applicable to licensure. Submitted projects which are obviously incomplete or incorrect, will be returned to the Architect or Engineer in General Responsible Charge with a request for compliance with the required California statutes and regulations before the plan review is initiated by the DSA.

**Note:** For “Access Only” and “Pre-Check (PC)” projects, do **not** use the DSA-3, Project Submittal Checklist.

For “Access Only” projects, use the [DSA Access Checklist](#).

For “Pre-Check (PC)” projects, refer to DSA Procedure [PR 07-01](#).

**Form Header:** If a DSA File # and Application # have already been assigned, provide them at the top of Page 1. The information will automatically appear at the top of the rest of the pages.

#### **Section A:** Identification

Provide the district name, applicant name (i.e., name and title of District Superintendent or Director of Facilities responsible for project), and project name.

#### **Section B:** Facility

Check the appropriate box as either K-12 or Community College for the project being submitted. For K-12 projects, please specify whether the project was built before or after July 1, 2002.

Those K-12 projects built after July 1, 2002 are subject to the requirements of Education Code Sections 17074.50 and 17074.52 (SB 575, Chapter 725, Statutes of 2002, Green Oaks Family Academy Elementary School Fire Protection Act).

#### **Section C:** Project Scope

Check the appropriate box(es) for the project being submitted. For descriptions of each project scope designation, refer to the [DSA-1.INSTR](#), Lines 5–10, or Section 4-314 “Definitions,” identified in the California Building Standards Administrative Code (Part 1, Title 24, C.C.R.).

#### **Parts 1–7**

After completing Sections B and C, select the “Sections B & C Completed?” button in Part 1. Do not select this button until Sections B and C are complete.

By selecting this button, based on the facility and the scope of your project, items in the columns adjacent to each item description are filled with:

- “X” for REQUIRED project submittal items.
- “O” for OPTIONAL project submittal items.
- BLANK for project submittal items that are not applicable to your project.

For required or optional items being provided by the applicant in the project submittal, place a checkmark (✓) in the appropriate boxes located in the far right-hand column of the DSA-3, Parts 1–7.

#### **Part 8:** Signature of Architect or Engineer in General Responsible Charge

The signature of the Architect or Engineer in General Responsible Charge indicates his/her:

- Certification of the accuracy and completeness of all information submitted on the form DSA-3, Project Submittal Checklist.
- Knowledge of the duties and responsibilities of the A/E in General Responsible Charge and the required regulations, as set forth in Title 24, Part 1, Section 4-342.